



# **Departmental Quarterly Performance Report**

**Department of Procurement Management**

**Reporting Period:  
FY 2003-2004  
1<sup>st</sup> Quarter (Revised)  
(October - December 2003)**

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**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Goal**

ES3: Ensure the timely acquisition of "best value" goods and services while maintaining integrity and inclusion

**Outcome**

ES3-1: Streamlined and responsive procurement process

**1. Performance Measure A:**

Increase the number of current staff attending training and professional development events per year

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
N/A	303	333

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
127	N/A	N/A	N/A	127	42%

Training and attendance for the 1<sup>st</sup> quarter is as follows:

- Ethics 82 employees (90% of projection based upon 100% of 91 attendees)
- Specification Writing 42 employees (65% of projection based upon 100% of 65 attendees)
- Business Writing 1 employee (10 % of projection based upon 90% of 91 attendees)
- Other Training 2 employees

☒ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
(Describe)

**2. Performance Measure B:**

Comprehensive efficiency process improvements per year

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
8	8	8

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
3	N/A	N/A	N/A	3	38%

☐ Strategic Plan  
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☐ Audit Response  
☐ Other \_\_\_\_\_  
(Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Performance Measure B (cont):**Process improvements for the 1<sup>st</sup> Quarter:

- a. A streamlined process for RFP's under \$100,000
- b. e-Procurement
  - Automation of the e-Procurement Activity Report for reporting electronic bid announcements and notices to vendors
  - Security improvements on the Intranet to allow agents to process ITBs and RFPs simultaneously
  - Enhancement to minimize the number of errors made by vendors when providing their e-mail address at the time of vendor enrollment
- c. Enhancements to the Bid Tracking System (BTS) includes features to:
  - Identify, track and provide reports for contracts designated under the User Access Program
  - Identify and report bid waiver and sole source contracts that were selected to be competed
  - Identify and report vendors that submitted a Bid Bond at the time of bid opening
  - Track and report insurance gap history and vendor non-performance history by contract

**3. Performance Measure C:**

Percentage of bid announcements issued via e-mail

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
74%	76%	78%

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
78%	N/A	N/A	N/A	N/A	Exceeds projection by 2%

☒ Strategic Plan  
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(Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**4. Performance Measure D:**

RFP processing time (in months) for contracts over \$1 million and under \$1 million

**Business Plan Proposal:**

	<b>FY 02-03 Actual</b>	<b>FY 03-04 Projection</b>	<b>FY 04-05 Projection</b>
Over \$1 million	10 ½ months	10 months	9 months
Under \$1 million	10 months	7 months	6 months

**Quarterly Report:**

	<b>1<sup>st</sup> Quarter FY 03-04</b>	<b>2<sup>nd</sup> Quarter FY 03-04</b>	<b>3<sup>rd</sup> Quarter FY 03-04</b>	<b>4<sup>th</sup> Quarter FY 03-04</b>	<b>FY 03-04 Total to Date</b>	<b>Percentage of Projection</b>
Over \$1 million	5 months	N/A	N/A	N/A	5 months	Exceeded projection of 10 months by 50% (one contract)
Under \$1 million	7 months	N/A	N/A	N/A	7 months	Met projection of 7 months (two contracts)

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☐ Other \_\_\_\_\_  
 (Describe)

**5. Performance Measure E:**

Invitation to Bid (ITB) processing time (in months) for contracts over \$1 million and under \$1 million

**Business Plan Proposal:**

	<b>FY 02-03 Actual</b>	<b>FY 03-04 Projection</b>	<b>FY 04-05 Projection</b>
Over \$1 million	11 months	11 months	10 months
Under \$1 million	9 months	8 months	8 months

**Quarterly Report:**

	<b>1<sup>st</sup> Quarter FY 03-04</b>	<b>2<sup>nd</sup> Quarter FY 03-04</b>	<b>3<sup>rd</sup> Quarter FY 03-04</b>	<b>4<sup>th</sup> Quarter FY 03-04</b>	<b>FY 03-04 Total to Date</b>	<b>Percentage of Projection</b>
Over \$1 million	■	N/A	N/A	N/A	N/A	N/A

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 (Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Quarterly Report (cont):**

	1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
Under \$1 million	■	N/A	N/A	N/A	N/A	N/A

- Information not available for the first quarter. A tracking system is being developed to facilitate the reporting of this data. Information expected to be available for the 2<sup>nd</sup> quarter.

**6. Performance Measure F:**

Reduce percentage of contract extensions

**Business Plan Proposal:**

	FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
ITB Contracts	18%	15%	15%
Bid Waiver/ Sole Source Contracts	27%	15%	15%

**Quarterly Report:**

	1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
ITB Contracts	18%	N/A	N/A	N/A	18%	1 <sup>st</sup> quarter is consistent with FY 02- 03 and 3% below projection
Bid Waiver/Sole Source Contracts	27%	N/A	N/A	N/A	27%	1 <sup>st</sup> quarter is consistent with FY 02- 03 and 12% below projection.

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 (Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**7. Performance Measure G:**

Reduce the number of successful Bid Protests

**Business Plan Proposal:**

	<b>FY 02-03 Actual</b>	<b>FY 03-04 Projection</b>	<b>FY 04-05 Projection</b>
RFP Protests	1	1	1
Bid Protests	1	1	1

**Quarterly Report:**

	<b>1<sup>st</sup> Quarter FY 03-04</b>	<b>2<sup>nd</sup> Quarter FY 03-04</b>	<b>3<sup>rd</sup> Quarter FY 03-04</b>	<b>4<sup>th</sup> Quarter FY 03-04</b>	<b>FY 03-04 Total to Date</b>	<b>Percentage of Projection</b>
Bid Protests	3	N/A	N/A	N/A	3	N/A
RFP Protests	0	N/A	N/A	N/A	0	N/A

RFPs: 3 contracts were awarded / 0 Protests

Bids: 65 contracts / 3 Bid Protests / 1 pending decision

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☐ Other \_\_\_\_\_  
(Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Goal****ES3**Ensure the timely acquisition of “best value” goods and services while maintaining integrity and inclusion**Outcome****Outcome: ES3-2** Full and open competition**Outcome: ES3-3** Best-value goods and services (price, quality, terms and conditions)**8. Performance Measure A:**

Workshops/meetings for vendors and potential vendors per year

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
24	24	24

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
4	N/A	N/A	N/A	4	17% of projection. ■

- One bid workshop cancelled due to the Veteran's Day holiday  
One RFP workshop cancelled due to the FTAA

☐ Strategic Plan  
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 (Describe)

**9. Performance Measure B:**

Roundtable discussions per year

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
14	19	21

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
19	N/A	N/A	N/A	19	100%

Met goal in the 1<sup>st</sup> quarter

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 (Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Quarterly Report (cont.):**

- Four roundtable discussions were conducted by the Bids & Contracts Division.
- Fifteen roundtable discussions were conducted by the Technical Services Division (ADPICS and IT Unit)

**10. Performance Measure C:**

Contract savings to Miami-Dade County per year (over the contract and OTR years)

**Business Plan Proposal:**

<b>FY 02-03 Actual</b>	<b>FY 03-04 Projection</b>	<b>FY 04-05 Projection</b>
\$28.6 million	\$15 million	\$15 million

**Quarterly Report:**

<b>1<sup>st</sup> Quarter FY 03-04</b>	<b>2<sup>nd</sup> Quarter FY 03-04</b>	<b>3<sup>rd</sup> Quarter FY 03-04</b>	<b>4<sup>th</sup> Quarter FY 03-04</b>	<b>FY 03-04 Total to Date</b>	<b>Percentage of Projection</b>
\$7,059,171	N/A	N/A	N/A	\$989,491	47%

- IT Unit: \$919,140 (Enterprise Operations Systems Software)
- Bids & Contracts: \$6,072,509 (Metrorail / Metromover landscaping \$4,942,050), (Sodium Polyphosphate \$1,127,630), (Furnish and Install Chemical Pumping System for Metrorail Train Wash Equipment - \$829), (Furnish and Deliver Upgraded Alstom Regutron for WASD - \$2,000)
- RFP Unit: \$67,522 (Actuarial Services - \$30,000), (Purchase of Refrigerator and Carts \$37,522)

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(Describe)



**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**11. Performance Measure D:**

Percentage of bid waiver and sole source contracts competed

**Performance Measure D (cont):****Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
N/A	25%	25%

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A

- ☒ The process of competing bid waiver and sole source contracts in the Competitive Acquisition Unit began in the 2<sup>nd</sup> quarter.

☒ Strategic Plan  
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☐ Other \_\_\_\_\_  
(Describe)

**12. Performance Measure E:**

Number of outreach events attended per year

**Business Plan Proposal:**

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
258	258	258

**Quarterly Report:**

1 <sup>st</sup> Quarter FY 03-04	2 <sup>nd</sup> Quarter FY 03-04	3 <sup>rd</sup> Quarter FY 03-04	4 <sup>th</sup> Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
28	N/A	N/A	N/A	28	11%

- ☒ The number of outreach events attended is below projections as the Outreach Coordinator was injured and unable to maintain a full schedule.

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(Describe)

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**Personnel Summary:****A. Filled/Vacancy Report**

FILLED AS OF SEPTEMBER 30 <sup>TH</sup> OF PRIOR YEAR	CURRENT YEAR BUDGET	ACTUAL NUMBER OF FILLED AND VACANT POSITIONS AT THE END OF EACH QUARTER							
		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
		FILLED	VACANT	FILLED	VACANT	FILLED	VACANT	FILLED	VACANT
89	102	92	10						

**B. Key Vacancies**

Position	Division	Previous Incumbent	Status
Clerk 3	Bids & Contracts		Pending Position Est.
Sr. Procurement Agent (Public Works)	Bids & Contracts		Resumes being reviewed
Sr. Procurement Agent (Team 4)	Bids & Contracts	<b>Malcolm Clark</b>	Resumes being reviewed
Sr. Procurement Agent (Team 4)	Bids & Contracts	<b>Overage</b>	Resumes being reviewed
Sr. Procurement Agent (Team 2)	Bids & Contracts	<b>Vivian Sotolongo</b>	Resumes being reviewed
Procurement Technician (Team 1)	Bids & Contracts	<b>Ana Rioseco</b>	Interviews Held
Sr. Procurement Agent (IT)	Tech Services Division	<b>Overage</b>	Resumes being reviewed

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised**B. Key Vacancies (cont)**

Position	Division	Previous Incumbent	Status
Procurement Agent (Team 2)	Bids & Contracts	<b>Herman Ramsey</b>	Resumes being reviewed
Procurement Technician (Vendor Assistance)	Administrative Division	<b>Dakota Thompson</b>	Ad ran on 5/25/03
Procurement Contracting Officer (RFP Unit)	SAP Division	<b>J. Carlos Plasencia</b>	Ad ran on 12/15/03
<b>Sr. Systems Analyst/Programmer</b>	<b>Tech Services Division</b>	<b>In-station from ETSD</b>	<b>Shazard Mohammed hired effective 2/2/04</b>
<b>Systems Analyst/Programmer 2</b>	<b>Tech Services Division</b>	<b>In-station from ETSD</b>	<b>Offer extended</b>

**C. Turnover Issues:*****Senior Procurement Agent:***

There are currently five (5) vacancies. One (1) vacancy is the result of a retirement and one (1) resulted from a voluntary demotion. A high vacancy rate has been experienced in this classification due to the low salary range and the department's inability to find qualified applicants willing to accept the salary level. Following extensive recruitments, three (3) of the vacancies are expected to be filled during the 2<sup>nd</sup> quarter of FY 2003-04. However, budgetary constraints will prevent the department from immediately filling the remaining vacancies.

**D. Skill/Hiring Issues:*****Senior Procurement Agent and Procurement Contracting Officer:***

There is an evident disparity in the salary ranges for the Senior Procurement Agent and Procurement Contracting Officer positions. After considering similar classifications in both the private and public sector, DPM has noticed in our recent recruitments that the respective current salaries in place for the Sr. Procurement Agent and Procurement Contracting Officer positions are hindering the qualified applicant pool being considered for these vacancies. This concern is also noted in the Procurement Supervisor, Procurement Agent and Procurement Technician classifications. Revised job descriptions have been submitted to the Employee Relations Department for the review of these classifications for proper compensation and minimum qualifications. The results of this review will be presented during the 2<sup>nd</sup> quarter.

**Departmental Quarterly Performance Report****Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised

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**E. Part-time, Temporary and Seasonal Personnel (Not Applicable)**

DPM has no Part-time, temporary or seasonal County personnel. Three temporary agency employees were employed during the 1st quarter.

NO.	CLASSIFICATION	DIVISION / UNIT
1	Administrative Officer	Technical Services Division
2	Clerk 3	Vendor Assistance Unit

**F. Other Issues**

N/A

# Departmental Quarterly Performance Report

**Department Name:** Department of Procurement Management (DPM)

**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised

## Financial Summary: Department of Procurement Management

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget (a)	1st Quarter		Year-to-date			
			Budget (b)	Actual (c)	Budget	Actual	\$ Variance (d)	% of Annual Budget
<b>Revenues</b>								
Proprietary Revenue	156	1,811	453	12	453	12	(441)	0.66%
CICC Transfer	223							
Capital Working Fund	503	118	30		30		(30)	
GF Transfer	6,223	5,418	1,355		1,355		(1,355)	
Capital Outlay		325	81		81		(81)	
Carryover	48							
<b>Total</b>	7,153	7,672	1,918	12	1,918	12	(1,906)	
<b>Expense *</b>								
DPM	5,791	6,742	1,686	1,569	1,686	1,569	116	23.28%
ADPICS	1,020	930	233	146	233	146	87	15.65%
CICC	223							
<b>Total</b>	7,034	7,672	1,918	1,715	1,918	1,715	203	

\* Expenditures are reported by activity as contained in budget

### Equity in pooled cash (for proprietary funds only)

Fund/ Sub fund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Total</b>					

## Departmental Quarterly Performance Report

**Department Name:** Department of Procurement Management (DPM)

**Reporting Period:** FY 2003-2004 - 1<sup>st</sup> Quarter - Revised

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### Financial Notes:

- (a) Capital Outlay Reserve of \$ 325,000 is for ADPICS.
- (b) 1st Quarter Budget reflects 1/4 of total budget amounts.
- (c) Actual User Access Program (UAP) revenue is expected to increase in future quarters when the ADPICS upgrade is completed to automatically deduct the fee from the vendor's invoice. Projected User Access Program enhancements are anticipated in February 2004.
- d) Proprietary revenue variance due to reduction in surcharge revenue as explained under note c. The Capital Working Fund variance is due to funds to be transferred at the end of the fiscal year. The General Fund variance is due to the pending transfer of funds which will take place at the end of the year for DPM operations.

### STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses, except as noted below:

#### Notes and Issues:

- **User Access Program:** First and second year projections for UAP revenue may fall short despite most aggressive implementations efforts... due to incremental phase in and certain "off limit" fund sources (e.g. Miami-Dade Aviation Department and Law Enforcement Trust Fund). Any shortfall will represent a serious limiting factor to adequate DPM staffing to meet customer demands and the operating requirements of the user departments.
- **Staffing:** Serious staffing deficits exist resulting from budget limitations based on UAP dependency in first year of program implementation and growing increase in customer demands and number of actions managed (staff responsible for 1600 actions daily- current staff complement is 92) by DPM.
- **Automation/e-Procurement:** Funding is required to continue internal automation and web-enabled projects for improved customer service and internal efficiencies to maximize staff resources and improve quality and timeliness of products/services delivered.
- **Classification Review:** Pending review of all procurement operations positions by the Employee Relations Department will result in the need for a mid-year adjustment.

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**Department Director Review**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

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Signature

Theodore G. Lucas, Department Director

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Date